



**The Corporation of the County of Northumberland
Finance and Audit Committee
Minutes**

**February 4, 2025, 11:00 a.m.
Council Chambers
555 Courthouse Road, Cobourg, ON K9A 5J6
Hybrid Meeting (In-Person and Virtual)**

Members Present: Acting Chair Mandy Martin
 Warden Brian Ostrander
 Councillor Lucas Cleveland (*attended virtually*)

1. Notices

1.a Accessible Format

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1.b Meeting Format

This Committee Meeting was held using a hybrid meeting model. The public were invited to attend in-person in Council Chambers, view the meeting via the live stream, or join online or by phone using Zoom Conference Technology.

2. Call to Order

Acting Chair Mandy Martin called the meeting to order at 11:00 a.m.

2.a Territorial Land Acknowledgement

3. Approval of the Agenda

Committee Resolution 2025-02-05-092

Moved by Warden Brian Ostrander

Seconded by Acting Chair Mandy Martin

"**That** the Finance & Audit Committee approve Councillor Cleveland participating in the February 4, 2025 Finance & Audit Committee meeting virtually."

Carried

Committee Resolution 2025-02-05-093

Moved by Warden Brian Ostrander

Seconded by Councillor Lucas Cleveland

"**That** the agenda for the February 4, 2025 Finance and Audit Committee be approved."

Carried

4. Disclosures of Interest

- No disclosures

5. Delegations

N/A

6. Business Arising from Last Meeting

N/A

7. Communications

7.a Correspondence, 'Redistribution of Provincial LTT and GST to Municipalities for Sustainable Infrastructure Funding'

Committee Resolution 2025-02-05-094

Moved by Warden Brian Ostrander

Seconded by Acting Chair Mandy Martin

"**That** the Finance and Audit Committee receive the correspondence regarding 'Redistribution of Provincial Land Transfer Tax (LTT) and Goods and Services Tax (GST) to Municipalities for Sustainable Infrastructure Funding' from the following municipalities for information:

- Township of Amaranth

- Town of Aurora
- Town of Cobourg
- City of Port Colborne
- Township of Essa
- Township of McGarry
- Town of New Tecumseth
- Township of North Stormont
- Township of Pelee
- Municipality of Port Hope
- Township of Puslinch
- Municipality of South Huron
- Township of South Stormont
- Municipality of St. Charles
- Township of Stone Mills
- City of Stratford
- Municipality of Tweed
- Municipality of Wawa
- Municipality of York; and

Further That the Committee recommend that County Council receive the correspondence for information."

Carried

7.b Correspondence, Town of Cobalt 'Catch and Release Justice'

[Councillor Cleveland left the meeting at 11:06 a.m.]

Committee Resolution 2025-02-05-095

Moved by Warden Brian Ostrander

Seconded by Acting Chair Mandy Martin

"**That** the Finance and Audit Committee receive the correspondence from the Town of Cobalt regarding 'Catch and Release Justice' for information, noting that County Council previously considered and supported correspondence regarding this subject matter at the June 19, 2024 Council meeting; and

Further That the Committee recommend that County Council receive this correspondence for information."

Carried

7.c Correspondence, Town of Cobalt 'Promptly Resume Assessment Cycle'

[Councillor Cleveland returned to the meeting at 11:07 a.m.]

Committee Resolution 2025-02-05-096

Moved by Warden Brian Ostrander

Seconded by Councillor Lucas Cleveland

"**That** the Finance and Audit Committee receive the correspondence from the Town of Cobalt regarding 'Promptly Resume Assessment Cycle' for information, noting that County Council previously considered and supported correspondence regarding this subject matter at the August 14, 2024 Council meeting; and

Further That the Committee recommend that County Council receive this correspondence for information."

Carried

7.d Correspondence, Township of Puslinch 'New Tax Class Ratio for Aggregate Operations'

Committee Resolution 2025-02-05-097

Moved by Warden Brian Ostrander

Seconded by Councillor Lucas Cleveland

"**That** the Finance and Audit Committee receive the correspondence from the Township of Puslinch regarding 'New Tax Class Ratio for Aggregate Operations' for information; and

Further That the Committee recommend that County Council receive this correspondence for information."

Carried

7.e Correspondence, County of Huron 'Court Security and Prisoner Transportation Funding Shortfall'

Committee Resolution 2025-02-05-098

Moved by Councillor Lucas Cleveland

Seconded by Warden Brian Ostrander

"**That** the Finance and Audit Committee, having considered the correspondence from the County of Huron regarding 'Court Security and

Prisoner Transportation Funding Shortfall', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders, including the Honourable Michael Kerzner (Ministry to the Solicitor General), the Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South), Northumberland County's 7 Member Municipalities, and Cobourg Police Services."

Carried

8. Staff Reports

8.a Report 2025-022 '2025 Borrowing By-law'

Matthew Nitsch, Director Finance / Treasurer

Committee Resolution 2025-02-05-099

Moved by Councillor Lucas Cleveland

Seconded by Warden Brian Ostrander

"**That** the Finance and Audit Committee, having considered Report 2025-022 '2025 Borrowing By-law', recommend that County Council enact a By-law to authorize the borrowing of \$10,000,000 at the February 19, 2025 County Council meeting."

Carried

8.b Report 2025-023 '2025 Fees and Charges By-law Revision'

Matthew Nitsch, Director Finance / Treasurer

Committee Resolution 2025-02-05-100

Moved by Councillor Lucas Cleveland

Seconded by Warden Brian Ostrander

"**That** the Finance and Audit Committee, having considered Report 2025-023 '2025 Fees and Charges By-law Revision', recommend that County Council enact a new by-law to consolidate and regulate payment of various fees and charges and to repeal previous by-laws at the February 19, 2025 County Council meeting."

Carried

8.c Report 2025-024 'Procurement Activity Report - Q4 2024'

Matthew Nitsch, Director Finance / Treasurer

Committee Resolution 2025-02-05-101

Moved by Warden Brian Ostrander

Seconded by Councillor Lucas Cleveland

“That the Finance and Audit Committee receive Report 2024-024 ‘Procurement Activity Quarterly Report – Quarter 4, 2024 for information, noting that the Procurement By-law 21-2022 under section 4.2.2 requires the Purchasing Manager to provide a quarterly report to County Council that includes itemization of all purchases between \$100,000 and \$1,000,000; and include any over budget approvals up to 10% as authorized under section 6.2; and

Further That the Committee recommend that County Council receive this report for information.”

Carried

9. Other Matters Considered by Committee

N/A

10. Media Questions

11. Closed Session

N/A

12. Motion to Rise and Result from Closed Session

N/A

13. Next Meeting - Tuesday, March 4, 2025 at 11:00 a.m.

14. Adjournment

- The meeting adjourned at 11:17 a.m.



By-law XX-2025

A By-law to Consolidate and Regulate Payment of Various Fees And Charges within the Corporation of The County of Northumberland and to Repeal Previous By-Laws

Whereas Section 391 of the *Municipal Act, 2001*, SO 2001 c. 25 authorizes a municipality to pass by-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or board; and
- c) for the use of its property including property under its control; and

Whereas Section 398 of the *Municipal Act, 2001*, SO 2001, c. 25 states that fees and charges imposed by a municipality constitute a debt to the municipality and shall at the request of an upper-tier municipality be added to the tax rolls for the properties as specified and may be collected in the manner of municipal taxes; and

Whereas Section 69 of the *Planning Act, RSO 1990, c. P.13* authorizes the council of a municipality, by by-law, to establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff; and

Whereas Subsection 7 (1)(c) of the *Building Code Act, 1992*, SO 1992, c. 23 authorizes an upper-tier municipality that has entered into an agreement pursuant to subsection 3(5) of that Act to pass by-laws requiring the payment of fees and charges and prescribing the amount of the fees for the matters and in the area for which the upper-tier municipality has jurisdiction for the enforcement of that Act; and

Whereas the requirements set out in O.Reg 244/02 FEES AND CHARGES, under the *Municipal Act, 2001*, SO 2001, c. 25 have been met; and

Whereas the Council of the Corporation of the County of Northumberland deems it expedient to pass a consolidated fees and charges by-law;

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Now Therefore Be It Enacted as a by-law of the Council of the Corporation of the County of Northumberland as follows:

1. **That** the fees and charges as set out in Schedule “A” hereto and forming part of this by-law are hereby established and adopted by the Council of the Corporation of the County of Northumberland; and
2. **That** all fees listed in the attached Schedule, where applicable, shall be subject to Harmonized Sales Tax (HST); and
3. **That** all fees and charges under this by-law or any other by-law of the County are payable upon receipt of the service or thing, upon registration for the activity, upon or before the use of the property, or upon submission of the application; and
4. **That** no request by any person for any information, service, activity or use of County property described in Schedule “A” will be processed or provided by any County official unless and until the person requesting the information, service, activity or use of the County property has paid the applicable fee or charge to the County in the prescribed amount as set out in Schedule “A”; and
5. **That** notwithstanding Section 4 of this bylaw, the payment of fees and charges for certain requests for information, service, activity or use of County property described in Schedule A may be made upon receipt of an invoice issued by the County of Northumberland, the receipt of which may post date the provision of the requested information, service, activity or use of the County property; and
6. **That** in the event that any information, service, activity or use of County property is requested by a person, and a fee or charge for such information, service, activity or use of County property has not been specifically provided for in this by-law or any other by-law, a fee or charge shall be calculated by County staff and such fee or charge shall be adopted by Council and shall be deemed to be included in Schedule “A”; and
7. **That** unless otherwise prescribed and where facilities are available, the fees and charges established by this by-law may be payable to the County of Northumberland by cash, money order, certified cheque, cheque, or debit card when due; and
8. **That** fees and charges that have been imposed in accordance with this by-law that remain unpaid after the date on which they are due shall be subject to interest at a rate of 15% per annum (1.25% per month); and
9. **That** fees and charges that have been imposed in accordance with this by-law that remain unpaid after the date on which they are due, including any interest charges, may be added by the Treasurer of the municipality to the tax roll for any property to which a service or thing was supplied, or in all other cases any property for which all

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of the owners are responsible for paying the fees and charges, and the Treasurer is hereby authorized to make a request to a local municipality for such purpose; and

10. **That** in the event that any part of this by-law, including any part of Schedule “A” determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law, including the remainder of Schedule A, as applicable, shall continue to operate and to be in force and effect; and
11. **That** this by-law may be cited as the “Fees and Charges By-law”; and
12. **That** this By-law shall take effect on March 1, 2025; and
13. **That** by-law 09-2024 of the Corporation of the County of Northumberland regarding the payment of fees and charges be repealed effective March 1, 2025; and
14. **That** notwithstanding the repeal of by-law 09-2024 any fee or charge payable pursuant to that by-law at or prior to the time of that by-law’s repeal remains payable in accordance with that by-law as it read at the time of its repeal and any penalties imposed on outstanding fees or charges pursuant to that by-law prior to its repeal shall remain valid and shall continue to accrue in accordance with that by-law as it read at the time of its repeal.

That By-law XX-2025 be introduced and be deemed to be read a first, second and third time, be passed, signed and sealed this 19th day of February, 2025.

Brian Ostrander, Warden

Maddison Mather, Clerk